



COMMONWEALTH OF VIRGINIA
Department of Criminal Justice Services

P.O. Box 1300 • Richmond, VA 23218

Phone: (804) 786-4700 • Fax: (804) 786-6344 www.dcjs.virginia.gov/pss

Status Hotline
(804) 786-1132
1-877-9STATUS

Special Conservator of the Peace – RENEWAL REGISTRATION APPLICATION – FEE \$60.00

IMPORTANT INFORMATION

- Submit proof of a Cash or Surety Bond with a minimum amount of \$10,000 (this form is located at www.dcjs.virginia.gov/forms/privateSecurity/pss_scdbd.pdf) or General Liability \$100,000/\$300,000 Certificate of Insurance.
- Application and In-Service training must be completed prior to expiration date for issuances of registration.
- A current appointment by a court to a specific jurisdiction is required prior to issuance of a registration. Additional information is available at www.dcjs.virginia.gov/pss/special/scop.cfm.

Registration Category Requested

☐ Unarmed Special Conservator of the Peace

☐ Armed Special Conservator of the Peace
☐ Shotgun

Applicant Information

DCJS ID Number:
99-

Last Name:

First Name:

MI:

Mailing Address (Street/Apt.#):

City, State, Zip:

Email Address:

Home Phone:
()

Business Phone:
()

Fax:
()

Criminal History

Have you **been convicted** or **found guilty of a felony or misdemeanor** (not including minor traffic violations) in Virginia or any other jurisdiction to include military court martial or currently under protective orders within the **past two years**?

☐ Yes *

☐ No

* If Yes, please attach a [Private Security Criminal History Supplement Form](http://www.dcjs.virginia.gov/forms/privateSecurity/pss_chs.pdf) and all requested criminal history documentation. This form may be found on our website at www.dcjs.virginia.gov/forms/privateSecurity/pss_chs.pdf.

Affirmation

I, the undersigned, certify that all information contained on this application is true and correct to the best of my knowledge and I have not omitted any pertinent information. I understand that any misrepresentation, falsification or omission of pertinent information may be cause for denial and may result in criminal charges. I understand that I am responsible for maintaining full compliance with *Virginia Code* Sections 9.1-150.2 through 9.1-150.4, 19.2-13, 15.2-1737 and the Regulations Relating to Special Conservator of the Peace 6 VAC 20-230.

Signature Required: _____

Date: _____
mm/dd/yy

Applications are valid for 12 months from the date of submittal

All fees are non-refundable. Applications received without payment will be returned.

Submit a check or money order payable to the TREASURER OF VIRGINIA,
or pay by credit card using the [Credit Card form](http://www.dcjs.virginia.gov/forms/privateSecurity/pss_cc.pdf) available at www.dcjs.virginia.gov/forms/privateSecurity/pss_cc.pdf
— this form must be included with your application package when paying by credit card.

Special Conservator of the Peace – RENEWAL REGISTRATION APPLICATION CHECKLIST

Please use this checklist to ensure you include the appropriate documentation with your application.

- ☐ Renewal Special Conservator of the Peace Registration Application
- ☐ Proof of General Liability Insurance or Surety Bond in the minimum amount of \$10,000.00
- ☐ Circuit Court Appointment (if appointment on file has expired or changed)